

DAS Fleet Alternate Parking Location Request

Revised May 2020

****Email to the Fleet Director (stephen.mcgirr@ct.gov) with the Agency ATA's signature below for FINAL APPROVAL by Fleet****
Per General Letter 115 - Alternate Parking is "for field personnel whose assigned geographic area is regional may park their assigned vehicles at a state-owned or leased facility that is central to that region only if approved."

Name: _____ Employee #: _____

Email Address: _____ Work Phone: _____

Job Class: _____ Job Class Code: _____

Vehicle Plate Number: _____

Employee Duty Station Location: _____

Employee Town of Residence: _____

Parking Location Requested: _____

Written justification must be provided explaining the need of the agency, including the geographical regions where assignments are conducted, or request will be denied. Agency may be required to provide prior months documentation for each request to verify the appropriate alternate parking location is selected.

Employee Signature: _____

ATA Name: _____ ATA Title: _____

ATA Signature: _____

_____ For Fleet use only below this line _____

Fleet response to the Alternate Parking Request as submitted: Approved Denied

Signature: _____

Director of DAS Fleet Operations